



## COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive  
Beverly Hills, CA 90210-4817  
(310) 285-1123  
FAX: (310) 858-5966

[www.beverlyhills.org](http://www.beverlyhills.org)

## CITY OF BEVERLY HILLS

### SECOND UNIT PERMIT

#### 1. Preliminary.

Before preparing this application, the applicant should review the provisions of Article 1 (Sec. 10-3.168.5) and Article 4 (Sec. 10-3.409) of Chapter 3 of Title 10, as well as other applicable Code sections. The applicant should also consult with the City Staff that will be involved in reviewing and processing the application, primarily Building & Safety and Planning.

The reviewing authority for a Second Unit Permit is the Community Development Director. If, in the opinion of the Director, an application merits review by the Planning Commission, the Director may refer such application to the Planning Commission and the Planning Commission shall serve as the reviewing authority and shall conduct a noticed public hearing regarding the requested second unit permit.

If the application for a second unit permit accompanies an application for any other type of discretionary use permit for the same site area, the reviewing authority and the administrative review process applicable to that other type of discretionary use permit shall apply to the second unit permit application.

The following application checklist includes a listing of all materials required for submission.

#### 2. Completing the Application.

Complete applications shall consist of the following items:  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.



#### **Application Form**

The attached application form must be completely filled out and signed. If the applicant is not the property owner, a letter of authorization from the owner shall accompany this application.

☐ **Preliminary Building and Planning Review**

- Two copies of plans with stamps from the Building and Safety Division.
- Plans must also be reviewed for completeness by the Planning Division staff prior to application submittal.

☐ **Architectural Plans**

ALL PLANS AND MAPS MUST INCLUDE A TITLE BLOCK WITH THE NAMES AND PHONE NUMBERS OF THE APPLICANT, ARCHITECT AND ANY OTHER PROJECT REPRESENTATIVES, AS WELL AS THE PROJECT ADDRESS. ALL PLANS MUST BE DRAWN TO SCALE WITH A GRAPHIC SCALE AND, AS APPROPRIATE, A NORTH DIRECTION ARROW CLEARLY INDICATED ON EACH SHEET.

- If reviewed by Community Development Director, **3 sets**, collated, stapled and folded.
- If reviewed by Planning Commission, **12 sets**, collated, stapled and folded.

☐ **PLOT PLAN**

- Entire parcel must be shown. Calculate and show size of lot.
- Label and dimension all existing and proposed structures (including walls) and distances to property lines. **Show dimensions and location of required additional parking for second unit.**
- Indicate location of streets.
- Show topographical features using contour intervals of not more than 5 feet.
- Indicate location, size, and species of existing trees and vegetation, and indicate which are to be removed.
- Show location of any public or private easements, curbcuts, and any obstructions within the public right-of-way.

☐ **ELEVATIONS**

- Show both existing portions to remain and proposed.
- Indicate height to top of roof, and to top of chimneys.
- Show how second unit conforms to the color, material, architectural style and detailing of the primary structure. Identify colors and materials.

☐ **FLOOR PLANS**

Show both existing and proposed. Calculate and show size of second unit. Calculate and show size of total floor area of all other structures.

☐ ADJACENT PROPERTIES

- Show structures on neighboring properties on the plot plan or on a separate plan and show distances to proposal.
- Include cross sections through the site and the adjacent properties to show the relationship of the proposal to the adjacent properties' structures. Indicate heights and distances.

☐ LANDSCAPE PLAN

- Indicate type, size, and location of plants. Show how second unit will be screened from view from adjacent property.
- Show any proposed hardscape treatments.

☐ ROOF PLAN

Include a roof plan if appropriate.

☐ **Radius Maps**

- If reviewed by the Community Development Director, one copy of a map indicating each parcel of land and land use within 300 feet of the exterior boundaries of the site.
- If reviewed by the Planning Commission, 25 copies of a map indicating each parcel of land and land use within 300 feet of the exterior boundaries of the site.
- Show a 100-foot and a 300-foot radius around the subject site and number each parcel touched by that radius consecutively (see "mailing labels," below).

☐ **Covenant**

A covenant, on a form approved by the Beverly Hills City Attorney's Office, must be executed prior to issuance of a building permit. See staff for a copy of the Covenant form.

☐ **Mailing Labels**

- If reviewed by the Community Development Director, 2 sets of mailing labels with the names and addresses of all owners and residential occupants (particularly if the owner's address is different from the property address) of property **within 100 feet** of the project site.

If reviewed by the Planning Commission, 2 sets of mailing labels with the names and addresses of all owners and residential occupants (particularly if the owner's address is different from the property address) of property **within 300 feet** of the project site.

THE PROPERTY OWNERS LIST MUST BE OBTAINED FROM THE MOST CURRENT LOS ANGELES COUNTY TAX ASSESSOR'S ROLL. Include the applicant's and/or agent's address.

- Labels must be numbered to correspond to the assigned number on the map.
- Labels must be typed or printed on Avery® or Xerox® brand self-adhesive 8½" X 11" sheets.
- DO NOT abbreviate city names (U.S. Postal Service request).

☐ **Affidavit**

Signed statement that the labels and maps are complete and current (a sample affidavit is attached).

☐ **Posted Notice**

A notice in a form required by the City must be posted by the applicant in a conspicuous place on the site as close to the street as possible within three days after an application for a Second Unit Permit has been found complete. The notice must remain posted for a minimum of ten days. Within five days of posting, the applicant must submit an affidavit and proof (i.e., photograph) to the City certifying that the notice has been posted. See attached sample notice.

☐ **Additional Information**

Additional information may be requested by staff or the Commission to help better illustrate the proposal as it may affect/impact neighboring properties.

☐ **Fees**

**Please see current Fee Schedule for the following fees:**

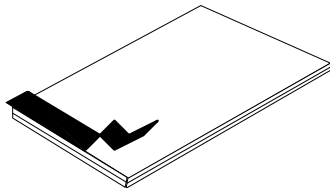
**Second Unit Permit:**

- Planning Commission Review
- Staff Review
- Environmental Assessment or Categorical Exemption
- Mailing Fees = (current fee) X Number of labels in each set.

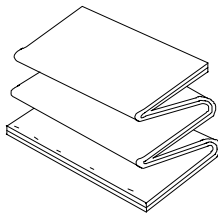
Folding Directions

All Plans which are larger than 8" x 13" are required to be folded to 8" x 13", to fit in department files. Plans which are not folded **cannot** be accepted.

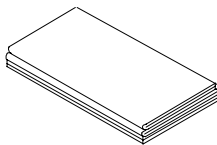
Step 1: Please remove all bindings.



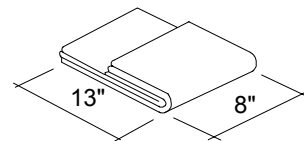
Step 2



Step 3



Step 4: Fold as flatly as possible.



**AFFIDAVIT OF POSTING**

STATE OF CALIFORNIA            )

COUNTY OF LOS ANGELES       ) ss

CITY OF BEVERLY HILLS        )

I, \_\_\_\_\_, under penalty of perjury state:

That on \_\_\_\_\_ I personally caused a true copy, in its entirety, of a Notice of Intent to File for a Second Unit Permit pursuant to the attached application, to be posted at the following place within said City, County, and State, to wit:  
\_\_\_\_\_.

\_\_\_\_\_  
Signed

Attach photograph:

# NOTICE

**INTENT TO FILE FOR A  
SECOND RESIDENTIAL  
UNIT PURSUANT TO  
B.H.M.C. Sec. 10-3.168.5  
and 10-3.409 at**

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[print address]

The application is to be submitted to the Department of  
Community Development at 455 N. Rexford Drive, Room G-  
10, Beverly Hills, California 90210 Telephone: 310. 285.1123

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Signature of Applicant

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Date

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Name of Applicant [ print ]

CITY OF BEVERLY HILLS

COMMUNITY DEVELOPMENT DEPARTMENT

## **APPLICATION FOR SECOND UNIT PERMIT**

Project Address: \_\_\_\_\_

Legal or Assessor's Description: \_\_\_\_\_

### Landowner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

### Applicant or Agent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Person to contact for site access:

\_\_\_\_\_

Site Size: \_\_\_\_\_ square feet.

Floor area of all existing residential structures: \_\_\_\_\_ square feet.

FAR\*: \_\_\_\_\_

Number of existing accessory structures, not including garage: \_\_\_\_\_ Include garage if structure contains rooms not utilized for garage purposes (e.g., rooms over a garage or attached to it).

Floor area of proposed second unit: \_\_\_\_\_ square feet.

FAR: \_\_\_\_\_

Height of existing residential structure (as defined by Code):

Number of stories: \_\_\_\_\_

In Feet: \_\_\_\_\_

\_\_\_\_\_

\*

FAR = Floor Area Ratio = Floor Area ÷ Site Area



Height of proposed addition or structure (as defined by Code):

Number of stories: \_\_\_\_\_ In Feet: \_\_\_\_\_

Distance from front property line: \_\_\_\_\_

Distance from side property lines: \_\_\_\_\_ and \_\_\_\_\_

Distance from rear property line: \_\_\_\_\_

Project Description Describe the existing and proposed improvements as they relate to this application. Include a description of any related construction.

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I, \_\_\_\_\_, am the applicant/authorized agent, and have read and understand all statements. I hereby declare (affirm) that the foregoing statements, facts, and attached plans and materials are true and correct.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

I, \_\_\_\_\_, am the property owner of the subject property. I have read and understand all foregoing statements, and hereby authorize the processing of this application.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**CITY OF BEVERLY HILLS**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**Categorical Exemption**

NAME OF PROJECT \_\_\_\_\_

LOCATION \_\_\_\_\_

TYPE OF BUSINESS (IF COMMERCIAL) \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

IF DIFFERENT, PROVIDE:

AGENT'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

AGENT'S ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

-----FOR OFFICE USE ONLY-----

The undersigned, having received this project for processing, has reviewed it for environmental impact and concluded that the project qualifies for a categorical exemption under the procedures adopted by the City of Beverly Hills and no further environmental assessment is necessary.

Applicable Exemption Class \_\_\_\_\_

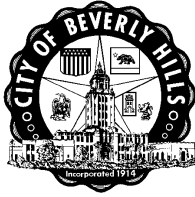
COMMENTS

\_\_\_\_\_

\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee \_\_\_\_\_ (See current Fee Schedule)



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### REQUIREMENTS FOR POSTED NOTICES

In order to provide more direct notice to the public about pending projects, applicants are now being required to post a notice on site.

**APPLICABILITY:** Posted notices are required for all projects which are subject to Planning Commission review (development plan review permits, conditional use permits, variances, R-1 Permits, tentative tract maps, etc.)

**PROCEDURE:** After submittal of a complete application, applicants will be provided with a sign (30 X 40 inches) and will be responsible for posting it on the project site. More than one sign may be required for unusually large project sites or for sites with more than one street frontage.

The applicant will also be required to provide the City with an affidavit and photo to affirm that the sign has been properly posted.

**FEES:** See current Fee Schedule.

Please note that some sites will require more than one sign; some projects may require more than one posting.

**MAILING LIST AFFIDAVIT**

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    )       ss  
CITY OF BEVERLY HILLS)

I \_\_\_\_\_, hereby certify that, to the best of my knowledge and under penalty of perjury, the attached Ownership List correctly shows the names and addresses of all persons to whom all property is assessed, as they appear on the most current Los Angeles County Tax Assessor's roll, within the area described on the attached application and for a distance of \_\_\_\_\_(     ) feet from the exterior boundaries of the property described on the attached application.

I further certify that, if required pursuant to the attached application, the attached Occupants List reflects all residential addresses within \_\_\_\_\_(     ) feet from the exterior boundaries of the property described on the attached application that are not owner occupied.

I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date